eCheck Approver To Do List

Checklist for reviewing eCheck requests

COMPLETION

☐ Is the eCheck for catering/restaurant, consulting, or other purchase that should be on a PO? If yes, do not approve. Deny the document. A Purchase Requisition must be prepared.

☐ Is this a reimbursement of out of pocket expenses to an individual who submitted original receipts? If yes, deny the document. A BERF must be prepared.

☐ Do all the required fields contain information? Are there any INVALID messages?

☐ Is the Payee/Vendor name spelled correctly?

☐ Is the Social Security Number or Tax ID Number provided (if payment is a service or another taxable payment)?

☐ Is there W-9, W-8BEN or another tax form attached (if this is a taxable payment)?

☐ Is there a viewable attachment? Were you able to open it from your computer?

☐ Does the attachment contain the required information? Ex: Travel Advance Request form attached for a Travel Advance Payment.

ACCURACY

☐ Does the amount match what is on the invoice or back-up documentation attached?

☐ Is the sub-object code selected the correct one that should be used for this payment?

☐ Does the address match the invoice- is this where the payment is supposed to be mailed out to? Please verify State and Country selected.

☐ Is the business purpose clear? Does it clearly state the reason why the University is paying this amount?

AVAILABILITY OF FUNDS

☐ Is the account number used the correct one?

☐ Does the account have the proper funds for this payment?

☐ Is the payment for something that is restricted on the account that is being used?